

The Dockland Settlements

Data Protection Policy

This policy is for all users groups, volunteers and supporters. The Dockland Settlements is a registered member of the information commissioner's office - more information can be found here:

<https://ico.org.uk/>

Reasons/purposes for processing information

We process personal information to enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution; administer membership records; to fundraise and promote the interests of the charity; manage our employees and volunteers; maintain our own accounts and records.

Type/classes of information processed:

We process information relevant to the above reasons/purposes. This may include:

1. Personal details
2. Family detail
3. Lifestyle and social circumstances
4. Membership details
5. Goods and services
6. Financial details
7. Education and employment details

We also process sensitive classes of information that may include:

8. Physical or mental health details
9. Racial or ethnic origin
10. Religious or other beliefs of a similar nature

We process personal information about:

11. Members
12. Staff, volunteers
13. Trustees
14. Complainants
15. Supporters
16. Enquirers
17. Advisers and representatives of other organisations

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and with other organisations. Where this is necessary, we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

18. Members
19. Family, associates, or representatives of the person whose personal data we are processing.
20. Employees
21. Current, past, and prospective employers
22. Healthcare, social and welfare organisations
23. Educators and examining bodies.
24. Financial organisations
25. Employment and recruitment agencies
26. Survey or research organisations.
27. Business associates and professional advisers
28. Providers of goods and services
29. Local and central government
30. Other voluntary and charitable organisations